

Minor Use Permit: Modification Tier 3 (Wireless Facility)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,245
ENVIRONMENTAL			\$1,415
PDS REVIEW TEAMS			\$1,425
STORMWATER			\$2,255
DEH	SEPTIC/WELL	\$644	
	SEWER	\$644	
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			
\$7,984			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- Copy of Original AEIS
- [126 Acknowledgement of Filing Fees and Deposits \(see Note #1\)](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [346 Discretionary Permit Application](#)
- [346S Supplemental Application](#)
- [399F Fire Availability \(If Applicable\)](#)
- [399W Water Availability \(If Applicable\)](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [580 Hazardous Waste/ Substance Verification](#)
- [581 Plan Check Pre-Application Notice](#)
- [LUEG:SW Stormwater Intake Form for Development Projects \(Cell Sites Only\)](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Eight (8) hard copies.**
 - If in Alpine CPG area: **Eight (8) hard copies.**
 - If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**

[LUEG:SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**

In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in **PDS-565 Minor Use Permit Applicant's Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.)

PART C:

All items below are informational only and not to be submitted.

[209 Defense and Indemnification Agreement FAQs](#)

[298 Supplemental Public Notice Procedure](#)

[515 Public Notice Procedure](#)

[516 Public Notice Applicant's Guide](#)

[565 Minor Use Permit Applicant's Guide](#)

[906 Signature Requirements](#)

[Policy G-3: Determination of Legal Parcel](#)

[Policy I-49: Distribution of Notification of Land Use Hearings](#)

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcountry.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Six (6) hard copies of the plot plan are required, grading and elevation renderings of structures if structures are proposed. Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. If the parcel is on septic sanitation system and/or well potable system, then Health Department (DEH) Certification is required.
6. Give Applicant PDS-319 (Notice of Application).
7. Give Applicant PDS-383 (Flagging Procedure for Projects).
8. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
9. USB Flash Drive must contain all required documents, including Geographic Service Area (before and after), copy of Visual Impact Analysis (Photosims) and a written Narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance. **See Note #2.**

10. Zoning Staff, please note on the PDS-346 if project qualifies for Policy FP-2.
11. Cell Sites Adding Generators: Existing approved projects that are adding generators require a modification to the existing permit.
12. Verify and indicate legal status under "Comments" in ACCELA.
13. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
- 14. Show the following on the plot plans:**
 - Property owner's name and address.
 - Vicinity Map.
 - Assessor's parcel number for the property.
 - North arrow and scale (Engineer's scale).
 - Indicate all setbacks (front yard, exterior side yard, side yard and rear yard).
 - Indicate the square footage and footprint of all existing and proposed buildings, including lease area for proposed cell site.
 - Show distances of cell site structure to property lines and road centerlines.
 - Identify use of all existing and proposed structures.
 - Easements shown and labeled.
 - Show proof of access to a publicly maintained road. Roads, access easements and driveways shown and labeled, list length and width.
 - Indicate leach lines and septic system (indicate As-Built septic layout).
 - Show how lot will drain and all Stormwater BMP's.
 - Show the driveway(s) and all open parking areas, include paving material and slope.